



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

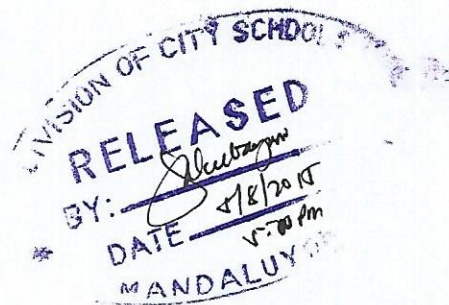
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Division Memorandum No. 18, s. 2015

Date : May 7, 2015

Memorandum To : Education Program/District Supervisors
Principals, Public Elementary and Secondary Schools
Administrative Officer V
Division Section Chiefs
All Others Concerned



Subject : **VACATION LEAVE OF ABSENCE TO TRAVEL ABROAD**

1. Attached is Regional Memorandum No. 83, s. 2015 re: “**Vacation Leave of Absence to Travel Abroad**”, which is self-explanatory and for information of all concerned.
2. Pursuant to DepEd Order No. 93, s. 1989, applications for leave of absence to travel abroad should be supported by the following documents:
 - a. Certificate from the head of office concerned that the employee has no pending administrative/criminal case;
 - b. Clearance from all money and/or property responsibility if the leave covers a period of **thirty (30) days or more**; and
 - c. Employees certification as to expected date of departure.
3. For uniform submission of documents in the Schools Division Office, attached is the list of requirements for vacation leave of absence to travel abroad.
4. Effective **May 2015**, the following policies are adopted:
 - 4.1. The approval/disapproval of vacation leave absence for a period of less than 30 days is within the authority and discretion of the undersigned;

For vacation leave of less than thirty days, Certification of no pending case and Clearance as to money/property responsibility shall be issued by the undersigned. It need not be forwarded to the Regional Office.

- 4.2. If the vacation leave is for **thirty days or more**, the Certification and Clearance shall be required from the employee using the attached *pro-forma*.
5. It is reiterated that the teachers are not entitled to the usual vacation and sick leave but to the proportional vacation pay (Section 6, Omnibus Rules on Leave of the Civil Service Commission). Approval of their leave for personal reasons is strictly discretionary and always contingent to the exigency of the service.
6. For information and strict compliance.



NERISSA L. LOSARIA, CESO VI^{gwr}

Officer-in-Charge

Office of the Schools Division Superintendent

REQUIREMENTS FOR TRAVEL ABROAD:

Unofficial Travel Abroad (Personal Leave)

Less than 30 days

1. Indorsement from the Principal
2. Letter request of the teacher applying for travel abroad
3. CS Form 6 (Leave Form)
4. Employee's certification as to expected date of departure
5. Certificate from the School Principal that the employee has no pending administrative/criminal case
6. Profile of Teachers/Personnel Going Abroad (Please see attached form)
7. Request for Authority to Travel Abroad (Please see attached form)
8. Authority Request Form for Unofficial Travel Abroad (Please see attached form)
9. Certificate, if he or she is a bonafide employee of the Division (c/o Division Office)
10. Certificate from the Superintendent that the employee has no pending administrative /criminal case (c/o Division Office)
11. Certification from the Principal who will take charge of the class of the teacher going abroad if the leave is during school days but approval of the leave depends on the reason (i.e. emergency or medical cases)
12. Medical Certificate if the leave is because of health reason
13. Last Day of Service

Note:

- No need to attach Teachers Clearance and Division Office Clearance
- Request for travel on personal leave (less than 30 days) must be submitted to the Schools Division Office fifteen (15) days before departure.

30 days or more

1. Indorsement from the Principal
2. Letter request of the teacher applying for travel abroad
3. CS Form 6 (Leave Form)
4. Employee's certification as to expected date of departure
5. Certificate from the School Principal that the employee has no pending administrative/criminal case
6. Profile of Teachers/Personnel Going Abroad (Please see attached form)
7. Request for Authority to Travel Abroad (Please see attached form)
8. Authority Request Form for Unofficial Travel Abroad (Please see attached form)
9. Certificate, if he or she is a bonafide employee of the Division (c/o Division Office)
10. Certificate from the Superintendent that the employee has no pending administrative /criminal case (c/o Division Office)
11. Certification from the Principal who will take charge of the class of the teacher going abroad if the leave is during school days but approval of the leave depends on the reason (i.e. emergency or medical cases)
12. Medical Certificate if the leave is because of health reason
13. Last Day of Service

Note:

- No need to attach Teachers Clearance and Division Office Clearance
- Request for travel on personal leave (30 days or more) must be submitted to the Schools Division Office twenty (20) days before departure prior to submission to the Regional Office

Official Travel Abroad

1. Indorsement from the Principal
2. Letter request of the teacher applying for travel abroad
3. CS Form 6 (Leave Form)
4. Invitation from the Agency or Office and Memorandum
5. Employee's certification as to expected date of departure
6. Certificate from the School Principal that the employee has no pending administrative/criminal case
7. Profile of Teachers/Personnel Going Abroad (Please see attached form)
8. Request for Authority to Travel Abroad (Please see attached form)
9. Request for Authority to travel abroad (Annex A of DepEd Order No. 14, s. 2010)
10. Certificate, if he or she is a bonafide employee of the Division (c/o Division Office)
11. Certificate from the Superintendent that the employee has no pending administrative /criminal case (c/o Division Office)
12. Certification from the Principal who will take charge of the class of the teacher going abroad if the leave is during school days
13. Last Day of Service

Note:

- No need to attach Teachers Clearance and Division Office Clearance
- Request for travel on official business/time must be submitted to the Schools Division Office two (2) months before departure prior to submission to the Regional and Central Office.

Name: _____

School/Office: _____

Designation: _____

Purpose of Travel: _____

Travel Dates: _____

Destination: _____

I hereby attest to the following:

- 1. I am cleared of all monetary accountabilities
- 2. I am cleared of all property accountabilities
- 3. I have no pending case.
- 4. I have no pending task.
- 5. All reportorial requirements of any previous travel have been submitted.

Name and Signature of Requesting Employee: _____

Date Submitted: _____

SCHOOL CLEARANCE AND APPROVAL

Date Received: _____ Dated Released: _____

This is to certify that the requesting employee is (1) cleared of all money and property accountabilities and (2) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.

APPROVED:

Department Head

Property Custodian

SCHOOL HEAD

DIVISION CLEARANCE AND APPROVAL

Date Received: _____ Dated Released: _____

This is to certify that the requesting employee is (1) has no pending case, (2) cleared of all money and property accountabilities and (3) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.

APPROVED:

Accounting Section

Administrative Service/Legal Section

Schools Div. Supt./ Authorized Representative

REGIONAL OFFICE CLEARANCE

Date Received: _____ Dated Released: _____

This is to certify that the requesting employee has no pending administrative case/s, and is cleared of all money and property accountabilities.

Legal Unit

Finance Division

Regional Director/ Authorized Representative

AUTHORITY REQUEST FORM FOR UNOFFICIAL TRAVEL ABROAD (less than 30 days)

Name: _____
 School/Office: _____
 Designation: _____
 Purpose of Travel: _____
 Travel Dates: _____
 Destination: _____

I hereby attest to the following:

1. I am cleared of all monetary accountabilities
2. I am cleared of all property accountabilities
3. I have no pending case.
4. I have no pending task.
5. All reportorial requirements of any previous travel have been submitted.

Name and Signature of Requesting Employee: _____
 Date Submitted: _____

SCHOOL CLEARANCE AND APPROVAL Date Received: _____ Dated Released: _____

This is to certify that the requesting employee is (1) cleared of all money and property accountabilities and (2) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.

APPROVED:

_____ _____ _____
 Department Head Property Custodian SCHOOL HEAD

DIVISION CLEARANCE AND APPROVAL Date Received: _____ Dated Released: _____

This is to certify that the requesting employee is (1) has no pending case, (2) cleared of all money and property accountabilities and (3) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.

APPROVED:

_____ _____ _____
 Accounting Section Administrative Service/Legal Section Schools Div. Supt./ Authorized Representative

REGIONAL OFFICE CLEARANCE Date Received: _____ Dated Released: _____

This is to certify that the requesting employee has no pending administrative case/s, and is cleared of all money and property accountabilities.

_____ _____ _____
 Legal Unit Finance Division Regional Director/ Authorized Representative

TRAVEL AUTHORITY REQUEST FORM A - FOR OFFICIAL TRAVEL ABROAD OF FIELD PERSONNEL

<p>Name _____</p> <p>School/Office _____</p> <p>Designation _____</p> <p>Purpose of Travel _____</p> <p>_____</p> <p>Estimated Cost _____</p> <p>Travel Dates _____</p> <p>Destination _____</p> <p>Fund Source _____</p>	<p>Brief Description (3 sentences max)</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<p>Nature of Travel: <input type="checkbox"/> Official Business <input type="checkbox"/> Official Time</p>	
<p>I hereby attest to the following:</p> <ol style="list-style-type: none"> 1. I am cleared of all monetary accountabilities. 2. I am cleared of all property accountabilities. 3. I have no pending case. 4. I have no pending task. 5. All reportorial requirements of any previous travels have been submitted. 	
<p>Name and Signature of Requesting Employee _____</p>	
<p>Date Submitted: _____</p>	

<p>SCHOOL CLEARANCES AND APPROVAL (if applicable)</p>		<p>Date Received: _____</p>	<p>Date Released: _____</p>
<p><i>This is to certify that the requesting employee is (1) cleared of all money and property accountabilities and (2) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.</i></p>			
<p>APPROVED:</p>			
<p>_____ Department Head (if applicable)</p>		<p>_____ SCHOOL HEAD/Authorized Representative</p>	

<p>SCHOOLS DIVISION OFFICE CLEARANCES AND APPROVAL (if applicable)</p>		<p>Date Received: _____</p>	<p>Date Released: _____</p>
<p><i>This is to certify that the requesting employee is (1) cleared of all money and property accountabilities and (2) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.</i></p>			
<p>APPROVED:</p>			
<p>_____ Finance Services</p>	<p>_____ Administrative Services</p>	<p>_____ SCHOOLS DIVISION SUPERINTENDENT/Authorized Representative</p>	

<p>REGIONAL OFFICE CLEARANCES AND APPROVAL</p>		<p>Date Received: _____</p>	<p>Date Released: _____</p>
<p><i>This is to certify that the requesting employee (1) has no pending case, (2) is cleared of all money and property accountabilities and (3) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.</i></p>			
<p>APPROVED:</p>			
<p>_____ Legal Unit</p>	<p>_____ Administrative Division</p>	<p>_____ REGIONAL DIRECTOR/Authorized Representative</p>	

<p>CENTRAL OFFICE APPROVAL</p>		<p>Date Received: _____</p>	<p>Date Released: _____</p>
<p>APPROVED:</p>			
<p>_____ SECRETARY/Authorized Representative</p>			



Republika ng Filipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

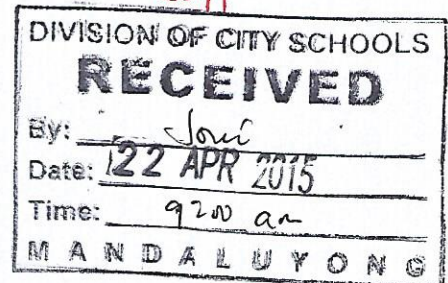
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National Capital Region
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April 15, 2015

Regional Memorandum

No. 93, s. 2015

To : Schools Division Superintendents
Heads, Public Schools



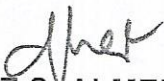

VACATION LEAVE

1. Pursuant to DepEd Order No. 93, s 1989, applications for leave of absence to travel abroad should be supported by the following
 - a. Certificate from the head of office concerned that the employee has no pending administrative/criminal case;
 - b. Clearance from all money and/or property responsibility if the leave covers a period of thirty (30) days or more; and
 - c. Employee's certification as to expected date of departure.

2. Effective **May 2015**, the following policies are adopted:
 - 2.1. The approval/disapproval of vacation leave absence for a period of **less than 30 days** is within the authority and discretion of the Schools Division Superintendent concerned;

For vacation leave of less than thirty days, Certification of no pending case and Clearance as to money/property responsibility shall be **issued by the authorized official of the Division Office**. It need not be forwarded to the Regional Office.
 - 2.2. If the vacation leave is for **thirty days or more**, the Certification and Clearance shall be required from the employee using the attached *pro-forma*. The Division Offices may adopt the same *pro-forma* for leave of absence of less than thirty days except the portion for the Regional Office.

3. It is reiterated that teachers are not entitled to the usual vacation and sick leave but to the proportional vacation pay (*Section 6, Omnibus Rules on Leave of the Civil Service Commission*). Approval of their leave for personal reasons is strictly discretionary and always contingent to the exigency of the service.
4. It is desired that all school personnel and teachers, and employees of the Divisions be informed hereof for their information and compliance.


LUZ S. ALMEDA
Director IV 

Enclosure:

Authority Request Form & Certification (ARFC)

Name: _____

School/Office: _____

Designation: _____

Purpose of Travel: _____

Travel Dates: _____

Destination: _____

I hereby attest to the following:

- 1. I am cleared of all monetary accountabilities
- 2. I am cleared of all property accountabilities
- 3. I have no pending case.
- 4. I have no pending task.
- 5. All reportorial requirements of any previous travel have been submitted.

Name and Signature of Requesting Employee: _____

Date Submitted: _____

SCHOOL CLEARANCE AND APPROVAL

Date Received: _____ Dated Released: _____

This is to certify that the requesting employee is (1) cleared of all money and property accountabilities and (2) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.

APPROVED:

Department Head

Property Custodian

SCHOOL HEAD

DIVISION CLEARANCE AND APPROVAL

Date Received: _____ Dated Released: _____

This is to certify that the requesting employee is (1) has no pending case, (2) cleared of all money and property accountabilities and (3) his/her normal work output shall not be hampered. If necessary, manpower resources will be utilized to fill in the productivity gap that will result from this travel.

APPROVED:

Accounting Section

Administrative Service/Legal Section

Schools Div. Supt./ Authorized Representative

REGIONAL OFFICE CLEARANCE

Date Received: _____ Dated Released: _____

This is to certify that the requesting employee has no pending administrative case/s, and is cleared of all money and property accountabilities.

Legal Unit

Finance Division

Regional Director/ Authorized Representative